BELLEVUE COLLEGE

<u>Acceptable Use Policy</u>
governing the use of all computers and computer resources
managed by the
Library Media Center

Use of computers in the BC Library Media Center is limited to the applications listed on the menus available on the screen. The computers and related equipment are for use of BC students, faculty and staff as designated by LMC staff.

Computer configurations, defaults and settings should not be changed. Computer users are not allowed to alter system configurations, defaults, system settings, system files, program files, data files, desktop configuration, colors.

Unacceptable use of computers and electronic resources include (but is not limited to):

- Violation of rules and signs that are visibly posted on the workstation or in the Reference Area.
- Any activity which violates any college policy or city, state or federal laws, including copyright violations.
- Any attempt to gain unauthorized access to others' computers or files. This includes, but is not limited to accessing or modifying files, and downloading to or from any network drive or the hard drive of any LMC computer, whether or not security is in place.
- Any activity which interferes with the work of others, such as:
    1. excessive printing, posting, mailing
    2. printing obscene materials
    3. harassment of others
    4. propagation of computer viruses
    5. distribution of unsolicited advertisements
- Use of the computers in a malicious or threatening manner.
- Alteration of hardware and software configurations.
- Theft or damage to computer hardware and peripherals.
- Use of private or personal business. Computers may not be used for commercial purposes.

Violation of this acceptable use policy will result in the curtailment or removal of library privileges and/or the payment for the repair or replacement of damaged or stolen equipment. It could also result in disciplinary measures as determined by the Dean of Student Services.